

We are a True Cooperative:

1. Done in cooperation with others: a cooperative effort.
2. Marked by willingness to cooperate;
3. Of, relating to, or formed as an organization jointly owned or managed by those who use its facilities or services and who share in its benefits.

TLC meets on Mondays:

Fall Dates: 2nd Monday in September through the Monday before Thanksgiving

Winter Dates: 1st Monday in January (except Jan. 1) through the 4th Monday in April
(Subject to change depending on calendar year)

Daily Schedule:

1st period 9:45 - 10:40

2nd period 10:45 - 11:40

Lunch 11:45 - 12:15

3rd period 12:20 - 1:15

4th period 1:20 - 2:15

5th period 2:20 - 3:15

Mission

The Teen Learning Center is a cooperative which presents opportunities for teens in grades 7th –12th to be involved in one or more unique and exciting classes designed to supplement, aid, or enrich the homeschool experience. We offer quality supplemental/enrichment classes for grades K-6th. We also offer Pre-K nursery. The TLC experience will also aid students in making the transition from the homeschool climate toward a more structured, traditional classroom (i.e. college). The organizational committee has spent uncounted hours praying for TLC and planning this schedule each semester. We hope the teens profit academically and spiritually from these various learning opportunities. Class size will be kept small to ensure individual attention. All classes will be taught from a literal Biblical creationist point of view, centered around Jesus Christ as Savior.

E-Mail

TLC disseminates information, policy changes and forms only through email.

(comm@teenlearningcenter.org) Many teachers will also communicate assignments to students through email. Be sure to check your email every day. No hard copies of forms or communication will be available.

The Committee will not answer any text pertaining to TLC. Please email the Committee with any questions.

Parents' Responsibilities

Since this is a homeschool co-op, each parent will be required to:

1. Be compliant with your state's homeschool laws.
2. Lead-teach one class.
3. Attend all FIVE periods.
4. Have one job responsibility each period and at least one on call period.
5. Arrive 15 minutes before first period.
6. Stay on site the entire time the student is in class or lunch. Leaving the premises to obtain lunch is NOT permitted.
7. Read and sign the TLC Policies.
8. Complete the assigned setup or cleanup job each week. If you are unable to stay for the job to which you are assigned, please arrange to trade with another family and notify the appropriate committee member. With many of us working together, it will take only a short time to complete.
9. Bring a snack for the Teacher's Lounge according to the schedule.
10. Since this is a homeschool co-op, each parent will be required to stay on-site the entire time your student is in class. You may **not** use any free period you may have to run errands, get lunch, sit in your vehicle, or schedule appointments. We often need parents on call to fill in for someone who is sick or out of town. We would obviously need your presence should an emergency arise involving your child, since we do not have the authority or information to authorize any form of necessary medical treatment.

Limitations for Attendance:

- The age limit for teens is 19. Except in circumstances approved in advance by the TLC Committee, the school year in which the student turns 19 years of age will be their final year.
- Only biological, adopted, legal foster children or children living with and under legal guardianship of member families are permitted to attend/participate in classes.
- Siblings of graduated students (or students doing dual enrollment etc) that are not yet in 7th grade are welcome to stay as a TLC student. If the family decided to leave they will have to reapply when they are going into 7th grade.

Academic Responsibilities

1. All students and parents have read and signed the TLC Policies and are expected to abide by its provisions. Teachers are encouraged to first attempt to resolve situations with a student and/or parent in a loving and Christ-like manner prior to requesting the TLC Committee to become involved.
2. Students are not permitted to skip class or attend a different class. Students are not permitted to audit a class. Enrollment is required for each class the student participates in.
3. Students are to complete all assignments on time as instructed by the teacher.
4. Students are to be prompt in arriving to class.
5. Students are to show respect for teachers, all parents, other students and the facilities.
6. Bring:
 - a. A teachable spirit
 - b. Appropriate text and materials
 - c. Pens, pencils, and notebook or paper

d. Completed assignments

Behavior Guidelines

We are guests of the church. They have graciously provided a comfortable environment for us to use. We are committed to respecting the privilege of being their guests. Any student found willfully not complying with TLC Guidelines, academically or behaviorally, will be reprimanded to the point of temporary suspension or even expulsion from TLC.

- Every parent is to relinquish the right to be the only disciplinarian of his or her children at TLC and should strive to reinforce each teacher's classroom expectations for behavior.
- Every parent accepts the right and responsibility to correct every child participating at TLC regarding any breach of policies, whether written or understood. Discipline is to be administered in a Christ-like manner.
- Every child is to respect the authority of every adult. As problems arise, teachers/parents are to take action immediately, going to the TLC Committee only for crisis intervention (unresolved conflict, blatant disregard for TLC policy, etc.)

On the Church Grounds

1. All students Pre-K through 4th grade must be accompanied by an adult when going to the restrooms or upstairs.
2. All children/teens will be scheduled either in a class or study hall. Students are not to be outside except when arriving at or leaving TLC, or when under the supervision of a parent or teacher.
3. Students are not permitted in the Teacher's Lounge.
4. Walk in the halls at all times.
5. TLC members are only to use the assigned stairways. All other stairways are off limits and are not to be used except in an emergency.
6. Elevators are for teacher use only.
7. Place trash in trash cans.
8. Clean up the classroom at the end of each class period.
9. Leave each room in better condition than you found it.
10. Bikes, skateboards, rollerblades, scooters, etc. are not to be used on church property, unless with the committee's permission specifically for a class.
11. Leave at home:
 - Bad Attitude
 - Chewing gum
 - Lighters, knives, or other weapons (even pocket knives)
 - Anything that would be a distraction to the learning atmosphere or show lack of respect for the church.
12. Any parent/teacher is authorized to confiscate any of the above items at any time and return to the student's parent by the end of the school day.
13. Any part of church facilities or church grounds not approved for TLC use are strictly off-limits.

Nametags

At the request of the church, all students and teachers of TLC are to wear their own name tag attached to a lanyard hanging around the neck in the front (not in handbags, book bags, or left in classroom etc.) The name tag should be in plain view at eyesight level and clean of any artwork or other additions. All parents/teachers are asked to help enforce this. This is for maintaining security. There will be a \$2 charge for lost, unreadable or altered name tags. Preschool through 4th grade will clip their name tags to the top half of their shirts. Nursery- PreK can clip them on their backs.

Personal Appearance

1. In the spirit of courtesy and respect for others, we yield our rights of clothing choices. Instead, choose clothes which are above reproach -- appropriate, modest and neat.

2. Modest Dress:

- Skirts and shorts are to be no shorter than 3 inches from the knee and loose fitting. No miniskirts.
- Leggings are appropriate only with tunic type shirts or other shirts with a similar length.
- No backs or midriffs showing.
- No spaghetti straps.
- Tank top straps must be at least three fingers in width and must be worn with a cami or other suitable undershirt.

3. If there is the tiniest hint of doubt in your mind about the appropriateness of an item of clothing or an outfit, wear something else on TLC days.

Parents, please do not expect TLC to police your children's dress. Check before you leave your home.

"Three Strikes and You're Out" Policy

At the discretion of the teacher and TLC committee, a student will receive one strike for:

- Dress Code violation
- Refusal to participate during class time
- Disruptive behavior
- Any instance of bullying
- Disrespectful attitude to others
- Three or more instances of tardiness
- Three or more instances of absence/s
- Three or more instances of not turning in or consistently late homework assignments
- Cheating or Plagiarizing
- Being in any area of the Good Shepherd campus not authorized for TLC use. This includes the sanctuary, hallways, preschool area and any other area not approved for TLC.

After three strikes, the student will be withdrawn from the class and reassigned to Study Hall for the remainder of the year with no credit being given from that teacher for that class. The only

exception is if there are extenuating circumstances that are discussed in advance with a TLC Committee member and/or teacher. The teacher retains the right to disallow the student admittance in future classes taught by him/her. The TLC Committee will retain a copy of student's strikes. The TLC Committee retains the right to take alternate measures depending on the severity of the offense, including temporary or permanent suspension or expulsion.

Media Devices and Electronics

*PARENTS: With the exception of the members of the TLC Organizational Committee, all cell phones, computers, and other media devices and electronics are to be turned OFF during hours of assigned duties unless being used for purposes of instruction. Cell phones, including texting, computers and other media devices may only be used during ON CALL periods and free lunch times (lunch monitors must maintain their duties.) Downloading from the internet is strictly prohibited on church grounds. Teachers may use streaming video or pre-loaded material for purposes of instruction.

*STUDENTS: Cell phones, Ipads, tablets or any other electronic device must be left at home or turned OFF at all times while at TLC. Student computer use during class is left to the discretion of the teacher. Students may listen to music via headphones during study hall. Gaming devices are prohibited on church grounds. Teachers have the right and responsibility to confiscate an active cell phone or any disruptive media device and return it directly to the parent at the end of the day.

Class Descriptions

In selecting classes, please note the rating of each class given on the course description and the schedule of classes. Classes are rated on a scale of 1–4 stars, where 1 star is a supplemental class with no outside work required and 4 stars is a core curriculum course requiring a high level of commitment and daily outside work.

* little or no outside work required(supplemental class)

** 1-2 hours outside work required

*** 3-4 hours of outside work required

**** 4+ hours of outside work required (core class)

Grade levels are set for the courses based on recommendation from the teacher. The committee has the right to change this if necessary. Students will not be allowed to go up a grade in order to take a class starting in 2016-17. There will be no exceptions.

Nursery-4th grades will have no homework assignments.

The Course Descriptions give basic information about the courses including the targeted grade level and the amount of time required outside of class during the week to complete the assignments for that class. In selecting classes, parents should carefully consider whether a desired course will fit into the schedule of the curriculum taught at home and any other TLC classes.

In assigning students to desired classes, priority will be given as follows:

1. Older students will have precedence over younger.
2. Teachers' children will be given priority choice for their class.
3. Those completing registration before the maximum number is reached.

Teen Learning Center and Dual Enrollment

High school students that wish to participate in dual enrollment classes at CPCC, SPCC, etc. may arrive late or leave early to attend their respective classes. TLC teachers **may not** leave to transport the student to and from classes. Teachers are required to be at TLC for the entire day; this includes lunch and on call periods.

Registration Fee

There is a \$75 per year, per family registration fee made payable to Teen Learning Center. \$40 per family is donated to the church in appreciation for their allowing TLC to meet in their facility. The remainder is used for supplies (markers, easels, erasers, signage, postage, committee copies, teacher's lounge consumables, etc.) and our liability insurance. This fee is non-refundable.

Class Fees

Attached to the Registration Forms is a Fee Payment Worksheet. Instructions for completing this form and for payment of the fees are given on the form.

Separate checks for class fees are to be made payable to the teacher of each class. All class fees are non-refundable. Expect your checks to be cashed at any time. We appreciate our teachers' desire for 1st-4th grade to be more than a babysitting time, however it is expected that teachers use easily accessible supplies/books in order to keep costs at a minimum for TLC families. 1-4th grade teacher can charge a maximum of \$10 per student. No class fees are to be charged for Nursery-Kindergarten

Textbooks and Material Costs

- All TLC participants are volunteers and receive no monetary profit for their teaching, nor does TLC receive monetary profits.
- The teacher is responsible for the cost of the teaching materials. The student is only required to purchase the student text.
- The textbook to be used in each course is listed in the Course Description. The Course Description will indicate whether the student or the teacher is responsible for obtaining the textbook. If the student is responsible for obtaining the text, the student should have it prior to the first class. The teacher should know sources where the book can be purchased. If the teacher will be obtaining the text on the student's behalf (as in curriculum sold in a student text/teacher's manual bundle), the cost for the student text only is included in the "Cost" listed in the Course Description. The teacher will then be responsible for collecting the cost of the text from each student. Other costs (beside the text) will be closely estimated costs to cover copies, supplies, and other materials. Teachers needing to furnish photocopies for their class should estimate \$.15 per copy plus the actual cost of other materials. Teachers are asked not to request

more fees than are actually required. Teachers are encouraged to utilize email whenever possible to avoid copy fees.

Request for Class Changes

Class changes are highly discouraged, but we understand may be necessary from time to time. There is a \$15 fee per class per student from the time the Student/Class Assignments are made to the Wednesday prior to the second class meeting day of TLC. After the second week of TLC begins, the only changes permitted will be to Study Hall with no fee. The TLC committee must approve all class changes.

Absences:

We understand that there will be emergencies and times of illness. When these occur, each person is responsible for securing a substitute for that position. Before TLC begins, every member will receive a Teacher Job List and Directory.

As soon as you know you will not make it:

- Check the schedule and make calls to cover all of your duties (including your teaching and assisting, snacks, and setup/cleanup duties). There will also be a Teacher Job List in the notebook found at both hall monitor tables listing who is free each period so you can find someone to substitute for you if you know a week ahead of time that you are going to be absent.
- Email the committee, indicating the reason for your absence and who has agreed to cover each of your duties. If your absence should be very last minute call one of the committee member's cell phones. Examples: wake up sick, car accident, etc.
- If a TLC parent must be absent, you may send your 5th-12th grade students if a surrogate parent has agreed in advance to accept responsibility for your children in your absence. No children 4th grade and under may attend without a parent.
- If no subs can be found, husbands can step in, but only husbands. Other extended family members are not allowed to sub.

Assistants: Please always be prepared in mind and heart to step in and take up the slack when the lead teacher calls in with an emergency absence.

You may think that you won't be missed, but you are. Any time we have multiple absences, filling the gaps is even more difficult. Remember that each parent has a job and each job is important to the smooth and effective operation of TLC. Some jobs may not seem as important as others, but if you are not there, someone else has to add your job on top of the one he/she is already fulfilling. Please make the extra effort to be there each week to help, realizing that others are making a sacrifice to help educate your children.

Sick Children

Please consider others in bringing your contagiously ill children to TLC. We ask that if your child is running a temperature or has in the last 24 hours, has a runny nose or cough, please find childcare with friends or relatives, if at all possible. Your attendance at TLC, particularly in the class you are lead teaching, is so very important to the rest of us, but we also want to protect the

health of your child's classmates.

Inclement Weather

TLC will be cancelled if the Charlotte Mecklenburg Schools or the offices of Good Shepherd are closed or postponed. This is up to the discretion of the committee. TLC committee will email information when classes are cancelled.

Study Hall

1. Study Hall is for 5th grade and up.
2. Students need to come prepared with work or reading to do during that hour.
3. Any talking should be quiet so that it does not disturb the people around you.
4. One trip, at the most, to the water fountain or bathroom should be sufficient.
5. We strongly encourage parents to work with their child(ren) individually in a corner of the study hall.
6. Parent monitors have the authority and responsibility to gently remind students of proper behavior. If there is a situation that you are uncomfortable about handling or that you have a question about, please contact one of the TLC Committee members.

Lunch

There is a 30 minute break for lunch. Lunches are to be packed for individual family members so students are prepared to eat with their respective age group as soon as lunch begins.

Parents with children aged birth to 4th grade are to eat with their children. The 5th-12th graders eat together with Lunchroom Monitors. Please be considerate of the church's property (floors, tables, chairs, etc.) and keep each area clean. There is no microwave available for heating student lunches.

Out of respect for the church staff, we have chosen not to use the kitchen.

Teacher's Lounge

The teachers' lounge is provided for fellowship, relaxation and/or class preparation for parents. No one under the age of 21 is permitted in this room.

TLC provides plates, cups, napkins, spoons, coffee, and a variety of hot beverages at no additional cost.

Snacks are provided on a rotation basis by the parents once per semester (according to the Snack Schedule).

Nursery through Kindergarten

Nursery through Kindergarten is provided for TLC families and is staffed by TLC parents per period as their assigned job. Parents of nursery through kindergarten aged children can expect to assist in nursery at least one period.

Please be sure to:

1. Bring toys, blankets, etc for babies.
2. Bring a snack and favorite books, toys and games appropriate for your preschool child(ren).

3. Nursery workers may find it helpful to bring some of the above things with them.
4. Label everything you bring.
5. Children in the Nursery through Fourth grade will need to be picked up by a parent or older sibling immediately at the end of the day.

Set-up & Cleanup Duties

Each family will be assigned either Set-Up responsibility (families to arrive by 9:15 am to arrange tables and chairs and set up the facility for TLC use), or Clean-Up (families to stay 10-20 minutes after to clean up and arrange the facility the way it was found.) Students are to stay after class and clean their 5th period room and cannot leave until dismissed by a Committee Member. Students on Set-Up may leave after the 5th period bell with the teacher's knowledge. If you are absent, you must get a substitute for these duties also.

Visitors

Because we are guests of the church, visitors to TLC are only permitted under the following conditions and only with prior notification of Organizational Committee:

- Adults who are scheduled as a guest speaker and with prior notification.
- Husbands who are substituting in the absence of a TLC teacher and with prior notification.
- Adults and children who are checked in with the Organizational Committee with the business of interviewing or seeking participation.
- In the case of a parent in TLC who shares custody with another parent, non-custodial or shared custodial parents may not visit unannounced. Please make arrangements with TLC member parent in advance of arrival.
- Family members may visit for lunch on special occasions or for special presentations with prior notification.
- Spouses are allowed to come for lunch without prior notification, but their spouse will need to come down to sign them in.
- No former students of TLC, siblings or friends will be allowed to visit during the TLC day unless you have prior notification with the Organizational Committee.

Fundraising

Other than TLC approved fundraisers, there is to be no soliciting on or around church property. Examples include but are not limited to Girl Scout cookies, popcorn, candy bars, and any other type of raffle or product sold to raise money.

Evaluations

Teachers are encouraged to send parents a written midterm communication on their students' progress (grades, assignment completion, attendance, attitude, class participation, etc.) Sample forms are available on the TLC website. Verbal communication at any time is encouraged between parents and teachers.

All high school teachers are required to send final grades out no later than two weeks from the last class day of TLC, as parents need to complete and finalize transcripts.

If you have questions, contact one of the following TLC committee members:

Shelia Becht
Leslie Davis
Heather Wilson

I, the undersigned, understand that I am participating in TLC (Teen Learning Center) with my family (all adults and minors) by our own choice. As such, we assume all risks and liabilities for all members of our family, both adults and minors, for activities occurring on the church campus as well as activities and/or events at other locations. We release from all liability: TLC (Teen Learning Center), Good Shepherd UMC (Charlotte, NC), participating TLC families, and all members of the TLC Committee and their families

I have reviewed, understand, and agree to comply with the above. Please have any children fifth grade and above sign that they have read or have had the policies read to them.

Signature:_____ . Signature:_____ .

Signature:_____ . Signature:_____ .

Signature:_____ . Signature:_____ .

Signature:_____ . Signature:_____ .

Date:_____